

NASA Headquarters
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Code M

Space Operations Space

Shuttle Requirements and

Assessment Process

(Conforming to ISO 9001 Quality System Requirements)

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Original Approved and signed by

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1.0 PURPOSE

The purpose of this OWI is to document the process used to establish Space Operations Space Shuttle requirements and to assess their effectiveness.

2.0 SCOPE

This OWI covers the Space Shuttle requirements and assessment process used by Code M personnel.

The Associate Administrator (AA) for the Office of Space Flight (OSF) is responsible for maintaining this document. The controlled version of the manual is available on the world wide web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at <http://www.hq.nasa.gov>. By definition, any printed version of this OWI is uncontrolled. Any proposed revision to this manual is submitted by the AA (or designee) for OSF. The AA (or designee) for OSF authorizes approval of the revision after an internal review by the Document Control Board.

3.0 DEFINITIONS

The following definitions will assist the user in understanding the process documented in this OWI:

EAA	Enterprise Associate Administrator
GPRA	Government Performance Review Act - Government Performance and Results Act of 1993. The GPRA requires federal agencies to submit annual performance plans following the transmittal to Congress of the Presidents budget.
PCA	Program/Project Commitment Agreement - The contract between the Administrator and the cognizant EAA for implementation of a program.
PSR	Project/Program Status Report - A semiannual document to congressional committees on the status, highlighting progress and problems while tracking cost, funding, scheduling, and performance.
POP	Program Operations Plan - A document produced by a Center in response to Headquarters-directed budget guidelines. It is a compilation of the requested budgets by program or project which are needed to execute the Headquarters direction.

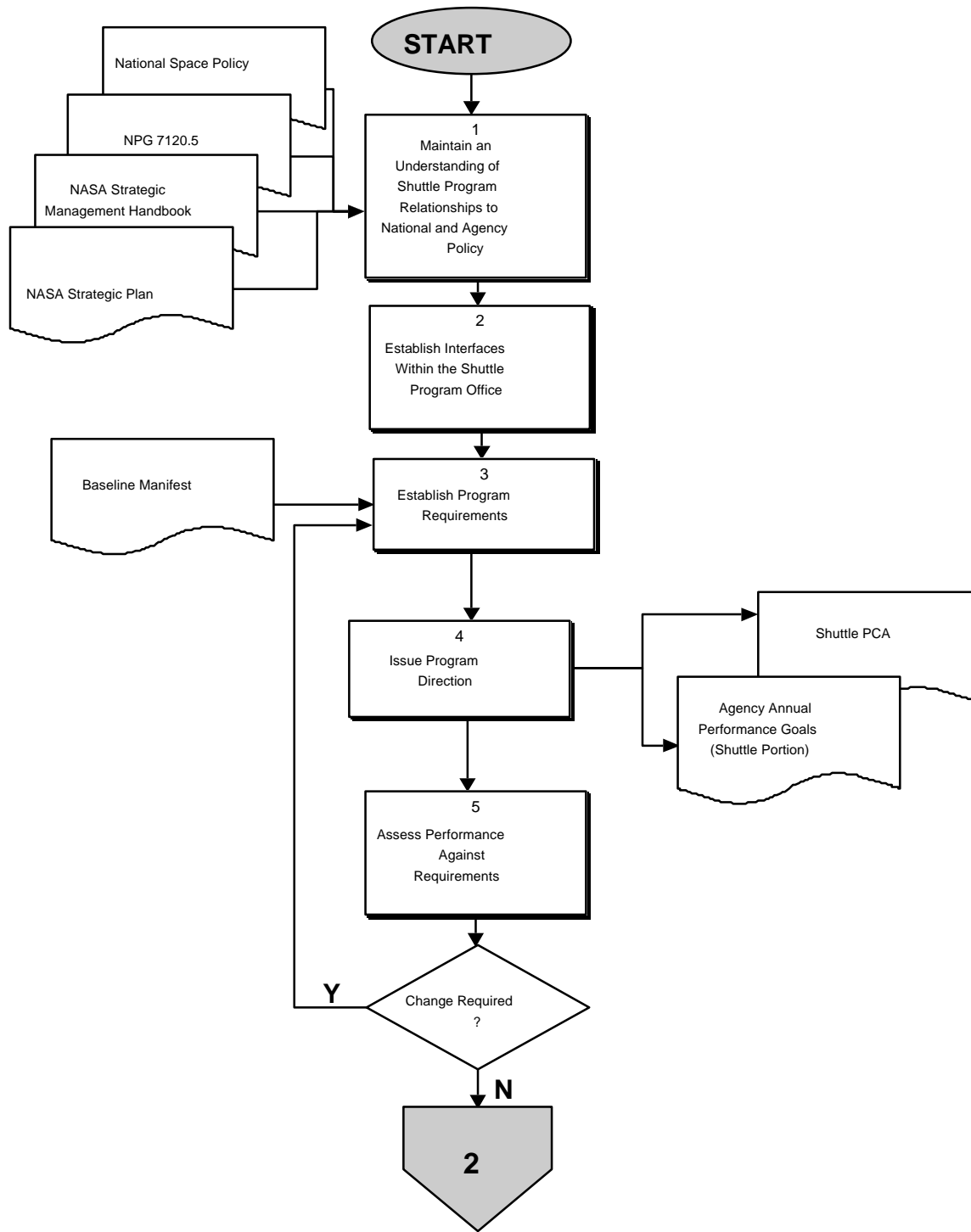
4.0 REFERENCES

The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

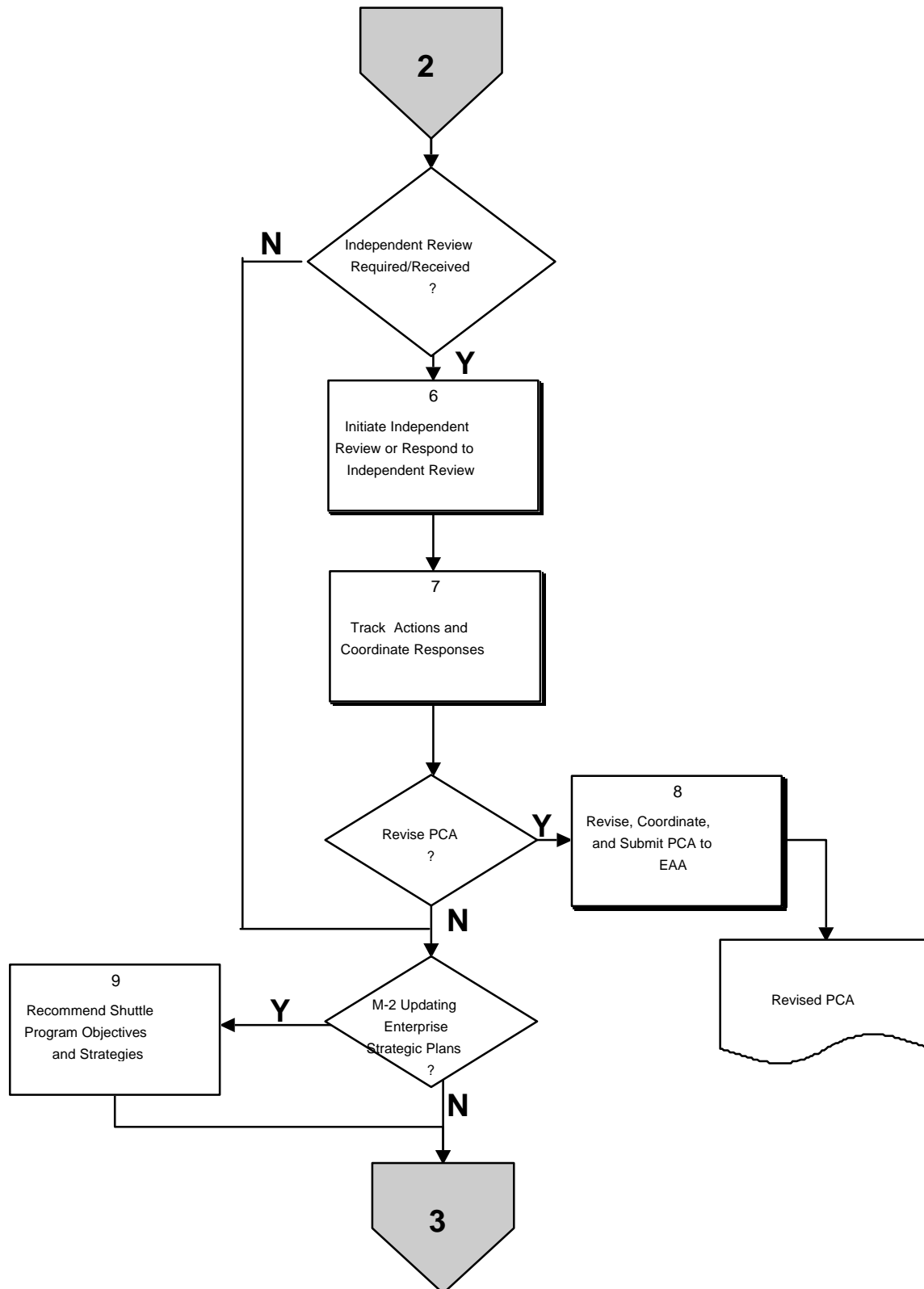
HQSM 1200.A.1	Headquarters Quality Systems Manual
Government Accounting Office Report B-237602	Defines Program/Project Status Report requirements
NPG 7120.5	NASA Program and Project Management Processes and Requirements

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5.0 FLOWCHART



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6.0 SPACE OPERATIONS REQUIREMENTS, DEFINITION AND ASSESSMENT PROCESS

The following process steps are those performed to accomplish the tasks related to the space operations requirements, definitions and assessment process.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
M7	1	Maintain an understanding of Shuttle Program relationships to the NASA Strategic Plan. As part of this process, consider relevance of National Space Policy, NPG 7120.5A, the NASA Strategic Handbook guidelines and the HEDS Strategic Plan.
M7	2	Establish interfaces within the Shuttle Program and non-program bodies which may have an operations impact on future requirements. Maintain close working relationships with key program/project individuals. Serve or represent Headquarters on program/project work teams, panels, and boards.
M7 manifest,	3	Establish program requirements by reviewing the payload manifest requirements in the baseline participating in program/project panels, boards, and work teams; monitoring program metrics, attending and reporting on formal Program reviews (e.g., Flight Readiness Reviews and Program Management Reviews).
M7	4	Issue program direction to include a Shuttle Program Commitment Agreement, and the Space Shuttle portion of the Agency Annual Performance Goals.
M7	5	Assess performance against requirements and determine if program requirements should change.
M7	6	Initiate independent assessment review(s) and or respond to external committee reports (e.g. ASAP). Evaluate results to see if there should be a change in program requirements. and coordinate responses, as required.
M7	7	Track independent assessment reviews and coordinate responses, as required.

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M7	8	Revise, coordinate and submit PCA to EAA, if required. If it is necessary to revise a Program Commitment Agreement or Program Plan due to requirements changes, or to address technical, schedule or funding realities, a PCA revision is developed, coordinated and submitted to EAA.
M7	9	Develop Shuttle program goals, objectives and strategies, if Code M2 is updating the Enterprise Strategic Plan. Coordinate inputs with the Lead Center and Program Office.
M7	10	Develop and provide Shuttle guidelines, if Code M6 is preparing the POP call.
M7	11	Concur on POP budget guidance developed by Code M6 after review with Lead Center and Program Office.
M7	12	Review assessments if program/project is developing POP Center submission.
M7	13	Provide concurrence to program/project.
M7	14	Assess center formal budget submission if Code M is formulating budget recommendations for the EAA for the respective program/project.
M7	15	Provide recommendations for the EAA.

7.0 RECORDS

Record Identification	Owner Location		Retain	Media
PCA	M-7	M-7	1 year (Minimum)	Hardcopy
Agency Annual Performance Goals (Shuttle Portion)	M-7	M-7	1 year (Minimum)	Hardcopy

The Code M Space Operations Space Shuttle requirements and assessment records are retained and dispositioned in accordance with NPG 1441.1, SCHEDULE 1/14B.1(a), Permanent - Retire to FR when 2 years old; transfer to NARA when 2 years old.